

~~CONFIDENTIAL~~

REPORT FOR WEEK ENDING JANUARY 25, 1956
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-60, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of Vital Materials in the Office of Personnel continues. This project is approximately 25% complete.

Microfilming of Vital Materials in the Office of Security continues. This project is approximately 80% complete.

General Information

1. Seven members of the Records Management Staff and six area records officers attended a meeting of the IRAC.
2. The area records officer for ORR reports that he has reviewed requisitions for 48 correspondence safe cabinets in the calendar year 1955. Of this 48 cabinets, 22 were approved for issuance. The requirements for the remaining 26 were satisfied through the retirement of inactive records and internal transfers. At present procurement costs this represents a savings of approximately \$7500.00 for ORR.
3. The Training Office instructor responsible for conducting classes in the Agency filing system for personnel in the Interim Assignment Branch was given a tour of a number of offices where the system is in use. The purpose of this visit was to give the instructor an opportunity to see the system in operation and to discuss operating problems and the use of various accessory forms with files personnel.
4. The floor layout plan for desk arrangements, phones, and lights, for the Records Management Staff in the Matonic Building was completed.
5. [REDACTED] all of ORR Geographic Division, visited the repository to determine their office and also to determine the amount and type of certain deposits of other offices which would be needed to support their activity.
6. Miss [REDACTED] accompanied last weeks trip to the repository to make a deposit of Vital Materials for DD/P.

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